



Volunteer Tip Sheet

Volunteers help make events a success and more fun. We encourage your team to involve volunteers in your event.

Volunteer Recruitment Process

- Identify the volunteer needs and position descriptions
- Determine the quantity of volunteers needed
- Establish a plan on how to solicit volunteers
- Meet with volunteers at least once prior to event
- Have a volunteer point of contact the day of the event
- Provide volunteers with some form of non-monetary compensation or thank you for their time

Potential Volunteer Areas

- Event set-up
- Event marketing
- Participant packet preparation
- Registration table
- A/V coordinator
- Food & beverage coordinator
- Speaker liaison/attendant
- Open forum moderators
- Event clean-up